


# MONROE COUNTY SHERIFF'S OFFICE

## GENERAL ORDER

<b>CHAPTER:</b> 52 - C		<b>TITLE:</b> Domestic Violence Reports – Distribution to Domestic Abuse Shelter
<b>EFFECTIVE DATE:</b> January 5, 2010	<b>NO. PAGES:</b> 2	<b>AMENDED:</b>
<b>REFERENCE:</b> CFA: 18.11M (F) F.S. 741.29; 784.046 (11)		<b>RESCINDS:</b>
 <hr style="width: 20%; margin: auto;"/> <b>Sheriff of Monroe County</b>		

**PURPOSE:**

To establish guidelines for the distribution of Domestic Violence Reports to the Domestic Abuse Shelter.

**DEFINITIONS:**

**DOMESTIC VIOLENCE REPORTS:** means initial and closed supplemental reports of

- Assault (SmartCop 5-1)
- Aggravated Assault (SC 5-0)
- Disturbance – Domestic (SC 25-1)
- Battery (SC 7-1, 7-2, 7-3)
- Aggravated Battery (SC 7-0)
- Sexual Assault (SC 56-0)
- Sexual Battery (SC 56-0)
- Stalking (SC 57-0)
- Aggravated stalking (SC 57-0)
- Kidnapping (SC 41-0)
- False Imprisonment (SC 41-0)
- Manslaughter (SC 21-0, 21-2)
- Homicide (SC 21-0, 21-2)

... If in F4 under Offense Detail the box "Domestic Involved" is checked.

**DOMESTIC VIOLENCE CRYSTAL REPORT:** means a refreshable report created by the Director of Information Management that pulls the following information from all Domestic Violence Reports as defined above:

Names/addresses/phone numbers of victim & suspect. (Omitting Social Security Numbers.)

Narrative

Offense type

DV Supplements (Alt F3)

**PROCEDURES:**

On a daily basis, 7 days per week, between the hours of 0200 and 0400, the Jail Records Division shall access the Domestic Violence Crystal Report from \\mcso-ts03\Documents and Settings\All Users\Start Menu\SmartCOP\Jail Crystal Reports\offense report domestic vio.rpt.

The Jail Records Division shall refresh the Domestic Violence Crystal Report and shall send it as an attachment to the Domestic Abuse Shelter at <mailto:dvpr2das@aol.com> with a CC email to <mailto:tdavis@keyssso.net> via email on a daily basis, 7 days per week, between the hours of 0200 and 0400.

Should there be any problems with the transmission of this email the Jail Records Division shall print a copy of the Domestic Violence Crystal Report and fax it to the Domestic Abuse Shelter at 305-451-0809 and to the Professional Standards Division at 305-292-7123.

The daily email that Jail Records sends to the Domestic Abuse Shelter shall include the following message:

"The attached information is sent to the Domestic Abuse Shelter by the Monroe County Sheriff's Office to fulfill its statutory obligation as found in Florida Statutes 741.29. This attachment may include confidential information. All recipients of this email shall respect the confidential nature of the information and shall only use this information for the official business of the Domestic Abuse Shelter. Should the recipient have any questions about the confidentiality of the attached information please contact the Monroe County Sheriff's Office, Records Division Supervisor, at 305-292-7050."

Should there be no activity reflected in the refreshed report an email shall be sent to the Domestic Abuse Shelter stating, "There were no domestic violence reports generated by the MCSO within the last 24 hours."